

HIV HEALTH SERVICES PLANNING COUNCIL – Priorities and Allocation Committee (PAC)

Meeting Minutes

May 3, 2023, 9:00 a.m. to 11:00 a.m.

Meeting Location: 4600 Broadway, Sacramento, CA 95820, Community Room 2020

Facilitator: Jake Bradley-Rowe, Chair

Scribe: Danielle Caravella, Council Staff

Committee Member Attendees:

Dennis Poupart, Jake Bradley-Rowe, Josh Kooman, Liane Bruckstein, Melissa Willett, and Zach B.

Members Excused: Chelle Gossett, Ronnie Miranda, Tami Emslie, and Richard Benavidez

Members Absent: Keshia Lynch

Guests: Angelina Olweny

Topic	Minutes
Welcome, Introductions and Announcements	<p>The meeting began at 9:06 a.m.</p> <p>Sunburst Projects will be hosting its annual golf tournament on May 13th, for more information please visit https://sunburstprojects.org/. The last day to register will be May 8th.</p> <p>NorCal AIDS Cycle will take place May 20-21 departing from Oak Park Community Center. There will be a friends and family night on May 20th from 3-9 pm for \$45 and dinner will be served. The closing ceremony will be held in Old Sacramento. Sierra Foothills AIDS Foundation will be hosting a fundraiser on 5/5 at Bolt Bar to raise money for NorCal AIDS Cycle. There will also be a poster party the next day to prepare for the race.</p> <p>Harm Reduction Services is participating in the Big Day of Giving and will be using its funds to purchase tents for unhoused individuals.</p> <p>Paula asked everyone to say their names when they are making motions to help Angelina the new staff person, as she learns who everyone is.</p>
Public Comments- Agenda Items	N/A

Agenda and Minutes*

The Agenda was presented for review and approval. Dennis Poupart motioned to approve the Agenda as presented with a second by Zach B. An edit was made to remove the FY22 True-Up as an action item, as it did not need to be acted on by the committee. Dennis Poupart amended his motion to accept the change and Zach B. seconded the amended motion. The motion passed with a majority.

Approve: Poupart, Bradley-Rowe, Kooman, Bruckstein, Willett, and Zach B.

Oppose: None

Abstain: None

A copy of the April 2023 Minutes was presented for review and approval with a comment to fix an error in Melissa Willetts's name in the conflict of interest section. Dennis Poupart motioned to approve the Minutes as discussed with a second by Liane Bruckstein. The motion passed with a majority.

Approve: Poupart, Bradley-Rowe, Kooman, Bruckstein, Willett, and Zach B.

Oppose: N/A

Abstain: N/A

Topic	Minutes
Conflict of Interest	Conflicts of interest were not necessary for this meeting, as no action was taken. Members were advised to refer to the minutes for a list of the conflicts of interest.
PAC Training	<p>Paula Gammell gave a presentation on the Priority Setting and Resource Allocation Process Overview. By the end of the training participants should be familiar with:</p> <ul style="list-style-type: none"> • Priority Setting and Resource Allocation Processes • Priority Setting • Fundable Core Services • Fundable Support Services • Resource Allocation • Ensuring Appropriate Recommendations
FY22 True Up	Paula Gammell discussed the purpose of the year-end True-Up and why it has been done historically. Because of the way the contracts are written funds are needed to be trued up at the end of the fiscal year to best match the amounts in the contracts. Moving forward, steps are being taken to eliminate some of this tedious work. The differences between Part A & B funding and their requirements were discussed.
July Meeting Discussion*	Danielle Caravella discussed that the next PAC meeting falls on July 5 th the day after a holiday. It was discussed that meetings were previously scheduled to meet every month, but canceled when there was no business to conduct. To reduce the public perception that meetings were often canceled, it was decided to move the PAC schedule to when historically there was business to conduct. The meeting day was also changed at this time, to allow more time for documents to go to Exec after PAC meets. By doing this, the new schedule for July will most likely cause issues, due to the holiday. A recommendation was made to instead hold the meetings in June instead of July. Dennis Poupart made a motion to change the next meeting from July to June and Melissa Willett seconded the motion. There was discussion that this will continue to be an issue each year.

	<p>Dennis Poupart amended his motion to change the overall PAC meeting schedule to remove July and instead meet in June. Melissa Willett seconded the amended motion. The motion passed with a majority.</p> <p>Approve: Poupart, Bradley-Rowe, Bruckstein, Willett, and Zach B.</p> <p>Oppose: N/A</p> <p>Abstain: Kooman</p>
Technical Assistance	If in need of technical assistance, members can reach out to the Council Chair, Richard Benavidez, or Council Staff for assistance.
Public Comment –Non-Agenda Items	Members suggested it would be helpful to include the next couple of meetings on the agenda instead of just the next meeting.
Adjournment	10:37 a.m. Next Meeting will be on June 7, 2023